Pataula Charter Academy and
Spring Creek Charter Academy
Job Description

Office Clerk

Title: Office Clerk
Reports to: Principal

Primary Function:

Bookkeeping of all school activity accounts and records, purchasing for school, correspondence for school

Requirements:

Education Level High School Graduate required; related degree preferred

Skills/Knowledge:

- Computer and bookkeeping/recordkeeping skills (Experience with QuickBooks preferred).
- General knowledge of accounting best practices (Experience with state chart of accounts preferred).
- Human Resources and Payroll experience preferred.
- Experience working in a school environment preferred.
- Strong organizational and time management skills; attention to detail

Essential Duties:

- Process payroll and employee benefits
- Create and maintain personnel files
- Process accounts payable transactions
- Maintain all bank accounts and records of school accounts.
- Keeps record of inventory and orders supplies.
- Perform general office duties; including but not limited to covering front office, receipting money, and other office functions
- Maintains confidentiality at all times of staff and students’ records by refraining from speaking or communicating outside of a private school setting with or around unauthorized individuals.
- Monitors behavior within school and intervenes when necessary.
• Demonstrates professional and ethical practices consistent with school handbooks, policies and procedures.
• Works cooperatively and communicates professionally with school administrators, other special support personnel, colleagues, and parents.
• Demonstrates regular attendance and is punctual.
• Attends and participates in faculty meetings, collaborative meetings with colleagues, and other assigned meetings and activities in accordance to school policy.
• Models correct use of language, oral and written.
• Acts in a professional manner and supports responsibility for the total school program, its safety, good order, and success.
• Is neat, clean, and appropriately dressed.
• Performs other duties assigned by the Principal and/or CFO.